

February 8, 2011



Tullahoma Municipal Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

**Meeting Attendance
February 8, 2011**

Members Present

<input checked="" type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Buddy Chellstorp
<input type="checkbox"/>	Rod Pozo
<input type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sam Crimm
<input checked="" type="checkbox"/>	Steve Worsham

Other Officials Present

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderman Greg Sandlin
<input type="checkbox"/>	Wayne Thomas, Tullahoma News

Visitors

Trev Echols (Mid-Ten Aviation), Mike Rutherford (Air Show/Fireworks).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

**Meeting Minutes
February 8, 2011**

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the January 11, 2010 work session and meeting were approved.**
- 3. Public Comments** – Jon Glass presented a letter regarding the WWII Harton Hangar on behalf of Mike Loehle. Mike suggested that the Airport Authority purchase paint supplies and he would provide the labor to paint the hangar. Board members liked the idea but Airport Authority funding could not be used on a private building. It was

suggested that the hangar could be leased from the Harton family so that repairs could be made. Chairman Miller asked Board members to review options on the hangar for future discussion.

4. **FBO Report** – Trev Echols presented the FBO report. He reported on the fuel sales and traffic for January 2011. He advised fuel prices from the supplier had risen steadily over the past month. He advised the Board that the RC airplane clubs in the middle Tennessee area were interested in having an event here. The event is scheduled for October 1 and 2, 2011 and will not require Airport closure. Mr. Echols reported that a representative from the club would attend a future Board meeting and provide more information for the event. The fuel supplier had not sent new fuel filters as of 2/8/11.
5. **Treasurer's Report** – Buddy Chellstorp presented the Treasurer's report. He provided updates on the financial statements, cash flow report and terminal building account status.
6. **Jon Glass presented his Airport Manager Report:**

CURRENT PROJECTS

Terminal Building – TAD sent a notice that the \$5,472 final payment will arrive in 7 to 10 days. Sain Construction scheduled repair of the west vestibule for Monday the 7th which did not take place as scheduled. A&R Glass will replace the indoor keypad with an outdoor keypad for the 24 hour access door. It has been out of service for several days. **A motion was made and approved** to make the \$5,472 payment to Sain Construction.

36 Threshold Work – Guardian Electric has submitted a bid of \$6,900 to move the PAPI's, \$4,200 to move the threshold lights and \$7,200 to move the REIL's for a total of \$18,300. Jon Glass will meet with PDC next week to prepare bid documents for the project. Funding is from the City of Tullahoma Airport account. **A motion was made and approved** to advertise for bids on this project.

TAD Funding – Project requests are being accepted and the next scheduled Aeronautics Commission meeting is scheduled for 2/10/11.

Maintenance Contract Reimbursement – Jon Glass submitted a maintenance contract reimbursement request for \$8,661.45 on 12/28/10.

Coffee County Appropriation – A request letter was sent to the County Accounts and Budget Office for the \$12,000 appropriation.

Runway 6/24 – NOTAMS have been issued that 6/24 has runway and taxiway lights, REIL's and PAPI's. NOTAMS have also been issued for the runway 6 VOR and RNAV approaches available at night and VOR for 24. RNAV for 24 has not been published yet.

Momentum Foundation – A 75/25 project was submitted to TAD for a ramp expansion project with an estimated cost of \$275,000. At Steve Upshaw's (TAD Project Manager)

February 8, 2011

request the project was resubmitted as a 90/10 project for Design and Engineering work only for \$30,000. We will then apply to the Aeronautics Commission for the construction funds after July 1, 2011. Application for the 84/16 funded water/sewer infrastructure grant with estimated cost of \$295,500 to the TN Department of Economic and Community Development has been approved.

Airfield Signage/Lighting Inventory – We have not received the amendment from TAD for this project as of 2/4/11.

Drainage Repair – Signed amendment and \$9,400 local share have been sent to TDOT Commissioner for approval on the \$94,000 project.

Wal-Mart Retaining Ponds–The Contractor continues to apply the repellent and lasers on a weekly basis. Information is included for Board member review on Bird Banger shells with a Double Shot Launcher. Glass and Luckado could use this on Airport property as a non-lethal deterrent for Geese and Deer. This was recommended at the FAA Conference by other Airports. Jon Glass would also like to place the Coyote replica at the approach end of 24 where Geese gather especially after heavy rain falls. Total estimated cost for the products is \$150. He will purchase the items.

LPV Approaches – Date for publication has been moved to June 30, 2011. FAA has submitted numerous forms to Jon Glass for completion regarding airfield and runways. This is a good sign the June 30, 2011 date for publication will be met. Some of the forms are for amendments to approaches for runway 36 due to threshold relocation.

Tree Clearing – This project will be left open for future tree clearing requirements from TAD inspections. It has \$10,000 remaining in the grant.

Tree Planting – JP Kraft with the City marked the area to plant trees and will have utility lines located. Trees should be planted sometime this month.

Ramp Lighting – The previous TAD ramp lighting project has \$7,221 remaining in the grant. TUB submitted an estimate for the Terminal vehicle gate, self-serve fuel and the west end of Harton Hangar Plaza for \$4,520.79. Additional lighting will increase our utility bills an estimated \$135 per month. **A motion was made and approved** for TUB to complete the work and add one additional acorn-type light adjacent to the vehicle parking lot.

Ramp Repair – Contracts have been returned to TAD for approval. It is a \$500,000 contract with 90/10 funding. Funding for the local share will come from the refunds from TAD on previous projects and City Airport account.

Abandoned Aircraft – Jim Baron (N432U) arrived at the Airport on 1/4/11 and the aircraft was towed to Bill Stuart's hangar. He is working on removing the wings so the aircraft can be removed from the Airport.

FAA Conference Summary – Ron Allison, the FAA Specialist for Tennessee has retired. Jon Glass met with his replacement Alan Young at the Conference. Safety Management Systems and Wildlife Hazard Assessments will become mandatory at GA Airports over the next 3 to 5 years. Information on WAAS approaches is included for Board member review.

Other – Requested information from the January Board meeting:

TAA Development Standards (Hangar Appearance) – “Exterior colors and textures shall harmonize with other buildings and structures. The Airport Authority reserves the right to disapprove exterior materials or finishes that it feels will detract from the overall visual impression of the Airport”.

“Since the roofs will be highly visible from aircraft using the Airport, roofs shall be attractively designed and constructed. Equipment located on roofs shall be screened. Signs, lettering, designs or other graphics shall not be placed, painted, or otherwise located on roofs”.

Employee Time Sheet Summaries (11/1/10 to 1/30/11) or 6.5 Pay Periods

Glass

Comp Time Earned	127.5 Hours
Comp Time Used	8 Hours
Vacation Time Earned	30 Hours
Vacation Time Used	0 Hours
Sick Time Earned	19.5 Hours
Sick Time Used	0 Hours

Luckado

Comp Time Earned	8 Hours
Comp Time Used	3 Hours
Vacation Time Earned	25 Hours
Vacation Time Used	8 Hours
Sick Time Earned	19.5 Hours
Sick Time Used	47 Hours

MAINTENANCE/NAVAID PROBLEMS

SDF – OTS about 12 hours – Reset.

NDB – No problems or outages for December 2010.

VOR – No problems or outages for December 2010. Jon Glass renewed the VOR Maintenance agreement with Elger Holland for the next 12 months.

AWOS – Phone line switch to AT&T completed 2/2/11 and working.

RUNWAY AND TAXIWAY LIGHTS – Runway 6/24 lights OTS about 12 hours – Blown fuse replaced and 4 spare fuses purchased.

February 8, 2011

REILS AND PAPI – No problems or outages for PAPI's and REILS during December 2010. PAPI's on 36 are turned off due to threshold relocation.

HANGAR RENT/INSURANCE

HANGAR RENT – Notices were sent to all hangar owners December 23, 2010 regarding rental payments, late fees, CPI increases and reminders that prior TAA permission is required for modifications to hangars. The new hangar rent total due for 2011 is \$42,844.44 (Vanderbilt Life Flight not included) with CPI increases. As of 2/2/11 \$10,910.94 has been collected for 2011. **Note** – Mid-Ten is scheduled to start paying \$800 per month for the north and south hangars on March 1, 2011.

OVERDUE RENT - American City Bank (3 months), Bill Stuart (3 months), Tom Perkins (1 month), Stan McNabb (1 month) and Richard Blazier (1 month).

EXPIRED INSURANCE CERTIFICATE – Gary Meuer (\$209) and Tom Perkins (\$109).

LEASES

FBO CONTRACT COMPLIANCE

<i>DATE</i>	<i>TIME</i>	<i>ISSUE</i>

AIRPORT TRAFFIC

<i>DATE</i>	<i>FUEL (gallons)</i>	<i>SOLD</i>	<i>TRANSIENT AIRCRAFT</i>	<i>JET OR TURBOPROP</i>
<i>January 2010</i>	3,327.5		37	9
<i>January 2009</i>	4,673.6		72	26
<i>January 2008</i>	5,344.2		47	13
<i>January 2007</i>	4,259.9		99	19

AIRPORT MARKETING/PRESENTATIONS – No presentations for January 2011.

SUGGESTION BOX – No comments as of 2/4/11.

OLD BUSINESS/NEW BUSINESS INFORMATION

7. Old Business:

- A. Glider and Parachute Operations Guidelines Review (Chairman Miller)** – Chairman Miller reported that the Glider and Parachute Operators were satisfied with the policy as re-written. **A motion was made and approved** to adopt the policy.
- B. Additional Ramp Lighting Approval** – This item was covered during the Airport Manager report item of the meeting.

8. New Business:

- A. July 1, 2011 Kiwanis' Air Show/Fireworks Update (Mike Rutherford)** – Mike Rutherford provided an update for the event. He reported that the gates would open for spectators at 3:00 pm this year and the A-10 demo team would perform at 4:30 pm. A Heritage flight is tentatively scheduled and the Kiwanis Club has contacted Riders In The Sky about a potential musical performance before the Fireworks. Mike Rutherford, Jon Glass and Murray King will have a meeting on Friday at 12:00 pm to discuss the aerial acts.
 - B. Commercial Operations Policy Review** – Board members reviewed some proposed changes to the Commercial Operations policy. Chairman Miller reported that American City Bank had found a buyer for the hangar (N310) and the purchaser wanted to conduct an Aircraft Maintenance facility in the hangar. A representative for the City's Liability Insurance program suggested that we add premise operations and products/completed operations coverage in the amount of \$1,000,000 with the City being listed as an additional insured to the policy. **A motion was made and approved** to modify the policy with the suggested changes. Chairman Miller also recommended that letters be sent to the all Commercial Operators requiring the same insurance. Sam Crimm requested that the applicable permit fees in the policy be addressed in the future.
- 9. Alderman Sandlin Comments** – Alderman Sandlin attended an ECD meeting and thanked Doug Jackson for his assistance with the Infrastructure grant approved for the Airport. He reported that the Planning Commission reviewed the Airport CIP plan and the Board of Mayor and Alderman would review it soon. He advised that the Planning Commission would review the proposed Recycling Center at their February 21, 2011 meeting and encouraged Board members to attend. Alderman Sandlin will forward the list of requirements and restrictions for the use permitted on review to Chairman Miller for Board comments. A cease and desist order can be issued to P&M Services if they do not meet the requirements. Alderman Sandlin reported that he was in favor of the use permitted on review after touring the facility. Chairman Miller reported that he met with Jody Baltz and Casta Brice regarding moving the Airport Authority employees to City

February 8, 2011

employment and contracted to the Airport Authority. The proposed Agreement will be sent to both Boards for future consideration.

10. Special Action – Chairman Miller reported that this was the last meeting for Buddy Chellstorp as a Board member. He thanked Mr. Chellstorp for his ten years of dedicated service to the Airport Authority. A cake was presented to Mr. Chellstorp.

11. Meeting adjourned at 6:09 pm.

Submitted on 2/11/2011

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the March 8, 2010 meeting